



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204

APR 16 1993

Reply to
Attn. of: CACFP-339

Subject: Missing Information on Free and Reduced Price Applications

To: STATE AGENCY DIRECTORS - Colorado DH, Iowa, Kansas, Missouri DH,
(Special Nutrition Programs) Montana DHES, Nebraska ED, North Dakota,
South Dakota, Utah and Wyoming ED

The final rule on the Coordinated Review Effort for the School Nutrition Programs provides that a State Agency (SA) need not disallow payment or collect an overpayment when a review or audit reveals that a school food authority (SFA) is approving applications which are missing the required social security number (SSN) or signature, provided that the SFA corrects the problem to the satisfaction of the SA. In an effort to maintain consistency within the Child Nutrition Program wherever practical, we are extending this provision to the Child and Adult Care Food Program (CACFP).

Therefore, if an audit or review finds that only a SSN or a signature is missing on an otherwise complete application, the SA may allow the child care center, adult day care center or sponsoring organization to take corrective action and obtain the missing information. The SA need not disallow payments or collect an overpayment if the center or sponsor corrects the problem to the satisfaction of the State.

If you have any questions please feel free to contact our office at (303) 844-0359.

Ann C. Hector

ANN C. HECTOR
Regional Director
Special Nutrition Programs